Classification
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140083-1

# REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. DDS/OTR/SUS-17

1. TITLE OF REPORT (if a fill-in report include Form No.)

Weekly Report

2. TYPE OF REPORT: [ ] STATISTICAL [x] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [x] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify); [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Weekly

6. DISTRIBUTION (No. of components not number of copies)

7. FORMAT (memorandum, form computer print-out, etc)

Memo

8. ADP PROCESSING: [ ] YES [x] NO IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

DTR

10. PREPARING COMPONENT (include lowest level contributing information to report)

C/SUS
(DC/SUS-MT)
(DC/SUS-AT/CTF)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

3 (MT, AT, AT/CTF)

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|---|---|---|---|---|---|---|---|---|---|
| 15 (4) | 12.80 | | 1 | | 12.80 | | 50 | | 640.00 |
| 14 (4) | 11.00 | | 1 1/4 | | 13.75 | | 50 | | 687.50 |
| 13 | 9.10 | | 1/4 | | 2.28 | | 50 | | 114.00 |
| 12 | 8.00 | | 1 | | 8.00 | | 50 | | 400.00 |
| 7 | 4.50 | | 1/4 | | 1.13 | | 50 | | 56.50 |
| 6 | 4.00 | | 1/4 | | 1.00 | | 50 | | 50.00 |
| 5 (2) | 3.60 | | 2 | | 7.20 | | 50 | | 360.00 |
| 4 | 3.20 | | 1/2 | | 1.60 | | 50 | | 80.00 |

### B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

TOTAL COSTS PER YEAR $2,388.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provides DTR with information pertaining to significant developments and accomplishments within each school and faculty on a weekly basis.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[x] RETAIN AS IS
[ ] CHANGE
[ ] DISCONTINUE
[ ] OTHER (explain)

| ESTIMATED SAVINGS | |
|---|---|
| MAN-HOURS | DOLLARS |
| 0 | 0 |

16. DATE OF INVENTORY: 29 Sept 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: STAT C/SUS w/6 mod

18. EXTENSION: STAT

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FORM 112 Classification